

# More organization = less stress



## Manage your time

How well do you manage your time? Are you always racing against the clock to get things done? By being organized, you can free up more time in your day and give stress a time-out.

### Get organized

Whether at home or work, organization is the key to freeing up time.

- Keep your surroundings clutter-free so you can concentrate on the task at hand
- Keep paperwork and supplies where you can easily find them
- Throw away junk mail and unnecessary paperwork
- Prepare your clothes, paperwork, lunch and anything else you need for a meeting or appointment the night before

### Minimizing interruptions

Do interruptions take up a lot of your time at work?

- Keep conversations short and to the point
- Use voicemail whenever possible
- Set aside a specific time to check and reply to emails

## Plan, plan, plan!

Setting goals and planning ahead are essential to successfully managing your time.

- Be realistic about your goals and allow time for unexpected interruptions
- Use a diary or organizer to keep track of appointments and plan your time

### Be efficient

Learn to share responsibilities instead of trying to do everything yourself. You may give someone else a chance to learn something new, and you'll get some help when you need it most.

### My to-do list

Each day, write down the top three things you need to do. Feel your stress lifting as you cross each task off your list!

**GO YOU**<sup>SM</sup>



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